



# Muhammad Rifqi

Bachelor of Law

A fresh graduated Bachelor of Law (S.H.) Major in Law Science concentrations in Civil Law really interested in learning about Civil Law and Bussines Law skilled and familiar in contract drafting, legal opinion, legal drafting, legal administration and negotiation. He's person who can work individually or team, fast learner or learn new things, adaptable to any situations, and good problem solver.



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082119760519



Bandung

## SKILLS

Research

Legal Drafting

Legal Opinion

Negotiation

Office Administration

## LANGUAGES

English

Professional Working Proficiency

Dutch

Elementary Proficiency

## EDUCATION

### Study Program

UIN Sunan Gunung Djati Bandung

09/2017 - 08/2021

3,79

Courses

- Law Science (Ilmu Hukum)

## WORK EXPERIENCE

### Notary Staff

Esti Priani, S.H., M.Kn. Notary and Land Deed Officer

07/2020 - 08/2020

Achievements/Tasks

- Prepare making the deed and tax validation, register the deed, ratify the letters (waarmerking) and the deed under the hand, prepare 50+ deed and archive the deed, input 30+ deed to the repertorium, introduction how to make a deed of sale, deed of CV, deed of cessie, deed of PT, and deed of fiducia agreement.

### Notary Staff

Herman Alamsyah, S.H., M.Kn. Notary and Land Deed Officer

08/2020 - 09/2020

Achievements/Tasks

- Complete some work in notary archive, Land Deed Officer, and Make a Legal Drafting

### Administration Staff

Religious Court of Majalengka

06/2019 - 07/2019

Achievements/Tasks

- Collect, manage, and review data present case statistic, compile case report, and keep case file archives, Upload > 50 case data to the website

## ORGANIZATIONS

Lembaga Peradilan Semu Ilmu Hukum (04/2018 - 07/2019)

Intellectual Staff

Kader Badan Narkotika Nasional UIN Sunan Gunung Djati Bandung (02/2020 - 03/2021)

Member

## CERTIFICATES

Contract Drafting by Badan Arbitrase Nasional Indonesia (BANI Bandung) (11/2020 - 11/2020)

Average Score: 90

Sosialisasi Empat Pilar Negara Kesatuan Republik Indonesia by Majelis Permusyawaratan Rakyat RI (11/2018 - 11/2018)

Test of English For Academics

Score: 537

## ACHIEVEMENTS

Scholarship Awardee From Major of Bandung City "Bawaku Jalur Prestasi" (2018)

XChange Hamada Indonesia-Australia: Meraih SDG's dengan Idemu (2017)

- Participant